CITY OF ATLANTA

HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT

REQUEST FOR QUALIFICATIONS FOR FC-7587, AIRFIELD MAINTENANCE AND REPAIR CONTRACTORS



MIGUEL SOUTHWELL AVIATION GENERAL MANAGER DEPARTMENT OF AVIATION

ADAM L. SMITH, ESQ., CPPB, CPPO, CPPM, CPP
CHIEF PROCUREMENT OFFICER
DEPARTMENT OF PROCUREMENT



CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP

Chief Procurement Officer

asmith@atlantaga.gov

July 18, 2014

ATTENTION INTERESTED RESPONDENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a qualification statement for FC-7587, Airfield Maintenance and repair Contractors at Hartsfield-Jackson Atlanta International Airport. The City is seeking qualification statements from Respondents to perform airfield maintenance and repair for various projects for the City's Department of Aviation at Hartsfield-Jackson Atlanta International Airport.

A Pre-Qualification Conference will be held on Tuesday, August 5, 2014, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337. The purpose of the Pre-Qualification Conference is to provide respondents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Qualification Conference is strongly encouraged.

The last date to submit questions will be **Friday, August 8, 2014, at 5:00 P.M.** Questions may be sent Mr. Leslie H. Page, Contracting Officer, via email at lpage@atlantaga.gov, or facsimile at 404-658-7705. Questions will be responded to in the form of an addendum.

Your response to this Request for Qualifications ("RFQ") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, GA 30303, no later than 2:00 P.M., on Wednesday, August 20, 2014. Any Qualification Statements received after this time will not be considered and will be rejected and returned.

Respondents names will be publicly read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, GA 30303.

Request for Qualifications
FC-7587, Airfield Maintenance and Repair Contractors at Hartsfield- Jackson Atlanta
International Airport

July 18, 2014 Page 2

This RFQ is being made available by electronic means. If accepted by such means, then the bidder acknowledges and accepts full responsibility to insure that no changes are made to the RFQ. In the event of conflict between a version of the RFQ in the Respondent's possession and the version maintained by the Department of Procurement, the version maintained by the Procurement Department shall govern.

You are required to email your business name, contact person, address, phone number, fax number and the project number to Mr. Leslie H. Page, Contracting Officer, at lpage@atlantaga.gov, and Jessica Boston, Administrative Assistant Senior, a jaboston@atlantaga.gov to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in the best interest of the City. Thank you for your interest in doing business with the City.

Sincerely,

Y day L. Smith

ALS:lhp

REQUEST FOR QUALIFICATIONS AIRFIELD MAINTENANCE AND REPAIR CONTRACTORS

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CITY OF ATLANTA REQUEST FOR QUALIFICATION STATEMENTS; AIRFIELD MAINTENANCE AND REPAIR CONTRACTORS

Part 1; Information and Instructions to Respondents

- **1.1. Services Being Pre-Qualified:** The City of Atlanta ("City") is seeking Qualification Statements from Respondents to perform airfield maintenance and repair ("Project" or the "Projects") for the City's Department of Aviation at Hartsfield-Jackson Atlanta International Airport ("H-JAIA").
 - 1.1.1. The Respondents/Firms listed below have been previously pre-qualified under the Airfield Maintenance and Repair classification (FC-6121) and therefore, do not have to resubmit Qualification Statements. However, each respondent/firm listed below should submit a letter stating whether or not they still want to participate in the pre-qualified Airfield Maintenance and Repair classification and provide any updated qualifications.
 - **1.1.1.1.** APAC-Tennessee, Inc.;
 - **1.1.1.2.** Costello Industries, Inc.;
 - **1.1.1.3.** GSC Atlanta, Inc.;
 - **1.1.1.4.** Hi-Way Paving, Inc.;
 - **1.1.1.5.** McCarthy Improvement Company;
 - **1.1.1.6.** Precision 2000, Inc.; and
 - **1.1.1.7.** Summers Concrete Contracting, Inc.
- **1.2. Classification:** The City is seeking to qualify self-performing Respondent in the following classification:
 - 1.2.1. Airfield Maintenance and Repair: work under this classification is accomplished in six (6) hours of overnight repair work with duration ranging from 120 to 300 calendar days and may include taxiway or runway closures. The primary elements of work include spall repairs, joint seal replacement, trench drain repairs and full depth hand poured repairs. Typically, total quantity of concrete spall repairs to be accomplished each night will range from 50-100 square feet. Full depth hand poured repairs must be performed in an expedited manner to allow for aircraft use of pavement, typically within seventy-two (72) hours of the start of work.
- **1.3. Anticipated Projects**: Anticipated projects concerning this RFQ may include, but not be limited to, the following:

1.3.1. Airfield Maintenance and Repair:

Project	Approximate Sq. Ft/Linear	Year
	Feet	
Airfield Repairs – 2015	4,000 spall repair	2015
	5,000 joint sealant	
Airfield Repairs – 2016	3,000 spall repair	2016
	5,000 joint sealant	
Airfield Repairs – 2017	3,000 spall repair	2017
	5,000 joint sealant	

1.4. Minimum Qualifications:

- **1.4.1.** Respondents must demonstrate experience in concrete pavement spall repair and cold applied sealant, contraction, construction and longitudinal joints.
- **1.4.2.** Respondents must also demonstrate experience completing work in a compressed time frame on an active airfield environment.
- 1.5. Method of Source Selection: This RFQ is being conducted in accordance with all applicable provisions of the City of Atlanta's Code of Ordinances, including its Procurement and Real Estate Code and Code Section 2-1199; Prequalification of Offerors. By submitting a Qualification Statement concerning this procurement, each Respondent acknowledges that it is familiar with all laws applicable to this RFQ, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFQ by reference.
- 1.6. Pre-Qualifications Conference: Will be held on Tuesday, August 05, 2014, at 2:00 P.M., at Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, GA 30337. Attendance at the Prequalification Conference is strongly encouraged. All pre-qualified firms under FC-6121 are strongly encouraged to attend the Pre-Qualification Conference.
- 1.7. Procurement Questions; Prohibited Questions: Any questions regarding this RFQ should be submitted in writing to City's contact person, Mr. Leslie Page, Contract Administrator, Department of Procurement, 55 Trinity Avenue, SW, Suite 1900, Georgia 30303-0307, fax (404)658-7705 e-mail Atlanta, by Ipage@Atlantaga.gov@atlantaga.gov, on or before Friday, August 08, 2014, at 5:00 PM. Questions received after the designated period will not be considered. Any response made by City will be provided in writing to all Respondents by addendum. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for this RFQ by monitoring the City' website at www.atlantaga.gov and its Department of Procurement's Plan Room, which is open during posted business hours, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303. No Respondent may rely on any verbal response to any question submitted concerning this RFQ. All

Respondents and representatives of any Respondent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFQ. All communications by any Respondent concerning this RFQ must be made to the City's contact person, or any other City representatives designated by the Chief Procurement Officer in writing.

- **1.8. Applicable City OCC Programs:** The City's OCC Programs applicable to this procurement are set forth in **Appendix A; Office of Contract Compliance Submittals**. By submitting a Qualification Statement in response to this procurement, each Respondent agrees to comply with such applicable OCC Programs.
- 1.9. Request for Qualifications Deadline: Qualification Statements submitted pursuant to this RFQ must be received by the City's Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307 no later than 2:00 p.m. on Wednesday, August 20, 2014. Any Qualification Statement received after this time will not be considered and will be rejected and returned.
- **1.10. Selection Process:** Upon receipt and review of Qualification Statements, the City shall determine which Respondents are qualified based on the City's Code of Ordinances and this RFQ. The City will notify each Respondent in writing of the City's determination.
- 1.11. Submission of Qualification Statement: Each Respondent must submit a complete Qualification Statement in accordance with the requirements of this RFQ. The format mandated by this RFQ is not negotiable. Qualification Statements must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: FC-7587; Airfield Maintenance and Repair Contractors Respondent Qualification Statement and the name and address of Respondent. All Qualification Statements must be submitted to:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303-0307

A Respondent must submit **one (1) original and seven (7) copies** of its Qualification Statement. Each Qualification Statement must be submitted on 8½" x 11" single-sided, typed pages, using 12—point font size and such pages must be inserted in a standard three-hole ring binder. Each Qualification Statement must contain an index and separate sections for the information requirements set forth in this RFQ, as well as for the forms required to be submitted.

Part 2; Contents of Qualification Statement/Required Submittals

- **Qualification Statement Format:** A Respondent must submit a complete Qualification Statement in response to this RFQ in a specified format. No other format will be considered. The Qualification Statement specified format consists of the following:
 - 2.1.1 Information Drafted and/or Provided By a Respondent:
 - 2.1.1.1 Executive Summary;
 - 2.1.1.1.1 Contractor's Licenses
 - 2.1.1.2 Table of Contents;
 - 2.1.1.3 Experience and Qualifications;
 - 2.1.1.4 Staffing Plan;
 - 2.1.2 Information Provided by a Respondent on Forms Provided by the City in this RFQ:
 - 2.1.2.1 Form 2: Disclosure Form and Questionnaire
 - 2.1.2.2 Form 5: Acknowledgement of Addenda
 - 2.1.2.3 Form 6: Respondent Contact Directory
- **2.2. Information Requirements Details:** The following is a more detailed summary of the requirements of certain portions of the Qualification Statement:
 - **2.2.1 Executive Summary;** the purpose is to provide an overview of Respondent's qualifications to accomplish airfield maintenance and repair project(s). At a minimum, the Executive Summary must contain the following information:
 - 2.2.1.1 Complete legal name, brief history of Respondent including size of the Firm, number of employees, contact name, address, phone number and facsimile number and legal structure of Firm responding to this RFQ and a listing of major satellite offices; and
 - 2.2.1.3 The general and specific capabilities and experience of Respondent to provide the services requested in this RFQ; and
 - 2.2.1.4 Any awards Respondent has received in the past five (5) years for work completed which is of a similar scope as the services described in this RFO.
 - **Table of Contents:** The Qualification Statement should contain a detailed table of contents listing sections and subsections that correspond to the requirements of the RFQ. The table of contents should also list all tables, appendices, figures, etc. contained in the Qualification Statement.
 - **2.2.3 Contact Directory:** The Contact Directory is intended to provide the City with a centralized, easily identified source of important contacts and other

information regarding Respondent. The directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and (when possible) e-mail addresses for each of the following:

- 2.2.3.1 At least two individuals, one (1) primary and one (1) secondary who are authorized to represent Respondent for purposes of this RFQ;
- 2.2.3.2 At least two (2) references of bank or institutional lenders, each of which currently or within the past two (2) years has extended credit to Respondent; and
- 2.2.3.3 At least two (2) references of major, independent suppliers of Respondent.
- **2.2.4. Experience and Qualifications:** Provide written documentation that demonstrates Respondent's experience in the construction and management of airfield maintenance and repair projects.
 - 2.2.4.1 Respondent must provide evidence of overall capabilities to accomplish work under this classification by providing the following information for a minimum of five (5) projects completed during the past five (5) years:
 - 2.2.4.1.1 Quantity of concrete pavement spall repair and cold applied sealant, contraction, construction and longitudinal joints; and
 - 2.2.4.1.2 The duration, in hours, of the allotted daily work period; and
 - 2.2.4.1.3 Whether the work was accomplished in an active airfield environment; and
 - 2.2.4.1.4 The measures taken by Respondent to ensure the repaired area would be available for its intended purpose at the end of the daily work period; and
 - 2.2.4.1.5 Other maintenance and repair work Respondent accomplished in addition to spall repair and joint sealant for the each project.
 - 2.2.4.1.6 Any other types of work performed in an active airfield environment in the past five (5) years.

2.2.5 Staffing Plan:

- 2.2.5.1 Each Respondent must provide a complete description of Respondent's proposed management team structure. At a minimum, include a description of the responsibilities of the Project Manager, Superintendent and other key Managers as well as their resumes, the management methods they will employ and the reporting relationships among the team. Identify specific key personnel who will be responsible for ensuring the quality of the each project, job safety, financial control and inspections and provide brief descriptions of the key attributes each will bring to the organization to assure the success of Respondent.
- 2.2.5.2 Demonstrate the ability to commit necessary resources to successfully complete the work. In particular, describe the process and time-frame required for Respondent to mobilize and begin work on a project.
- **2.3. Submittals:** Respondent must reference Part 2, <u>Contents of Qualification Statement/Submittals</u>, section 2.1 subsections 2.1.1 and 2.1.2 for required submittals.

Part 3; Evaluation of Qualification Statement

All Qualification Statements will be evaluated in accordance with this RFQ and applicable law, including the City's Code of Ordinances. Each Respondent will be determined to be qualified or not-qualified based on its Qualification Statement. The RFQ Evaluation form is as follows;

Did the Respondent:	YES	NO
Submit an Executive Summary generally describing the Respondent's qualifications to accomplish airfield maintenance and repair project(s)?		
Submit an Executive Summary which provides the complete legal name of the Respondent and the name of the legal entities that comprise Respondent?		
Submit an Executive Summary which provides the brief history of Respondent including size of firm, number of employees, contact name, address, phone number and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices, if any?		
Submit an Executive Summary which provides the general and specific capabilities and experience of Respondent to provide the services requested in this RFQ?		
Submit an Executive Summary which includes any awards Respondent has received in the past five (5) years for work completed which is of a similar scope as the services described in this RFQ?		
Submit Contractor's licenses?		
Submit a Table of Contents which includes sections and subsections that correspond to the requirements of the RFQ, as well as tables, appendices, figures, etc?		
Submit a Contact Directory that includes at least two individuals, one (1) primary and one (1) secondary who are authorized to represent Respondent for purposes of this RFQ?		
Submit a Contact Directory that includes at least two (2) references of bank or institutional lenders, each of which currently or within the past two (2) years has extended credit to Respondent?		

	nit a Contact Directory that includes at least two (2) references of r, independent suppliers of Respondent?	
_	nit written documentation that demonstrates Respondent's rience in the construction and management of airfield maintenance epair projects?	
classi	nit evidence of overall capabilities to accomplish work under this fication by submitting the following information for a minimum of 5) projects completed during the past five (5) years?	
Subm	nit for each project, the following information:	
a)	Quality of concrete pavement spall repairs and cold applied sealant, contraction, construction and longitudinal joints?	
b)	The duration, in hours, of the allotted daily work period?	
c)	Narrative of work performed?	
d)	Whether the work was accomplished in an active airfield environmental?	
e)	The measures taken by Respondent to ensure the repaired area would be available for its intended purpose at the end of the daily work period?	
f)	Other maintenance and repair work Respondent accomplished in addition to spall repair and joint sealant for each project?	
g)	Any other types of work performed on an active airfield environment in the past five (5) years?	
Subm	nit for Staffing Plan	
	nit a complete description of Respondent's proposed management structure?	
	nit description of the responsibilities of the Project Manager, rintendent and other key managers as well as their resumes?	
	nit management methods they will employ and the reporting onships among the team?	
L		

Ident quali		
	nit brief descriptions of the key attributes each will bring to the nization to assure the success of Respondent?	
	onstrate the ability to commit necessary resources to successfully plete the work?	
	ribe the process and time frame required for Respondent to mobilize begin work on a project?	
	nit Minimum Qualification information for each member of ondent's team, as follows:	
a)	Information demonstrating experience in concrete spall repair and cold applied sealant, contraction, construction and longitudinal joints?	
b)	Information demonstrating experience completing work in a compressed time frame on an active airfield environment?	
Subn	nit a complete response to all submittals required as follows:	
a)	A complete Form 2: Disclosure Form and Questionnaire?	
b)	A complete Form 5: Acknowledgement of Addenda?	
c)	A complete Form 6: Respondent Contact Directory?	

Part 4; Submittal Forms

Form 2: Disclosure Form and Questionnaire

Form 5: Acknowledgement of Addenda

Form 6: Respondent Contact Directory

FORM 2 Contractor Disclosure Form

DEFINITIONS FOR THE PURPOSES OF THIS DISCLOSURE

"Affiliate"	Any legal entity that, directly or indirectly through one of more intermediate legal entities, controls, is controlled by or is under common control with the Respondent or a member of Respondent.
"Contractor"	Any person or entity having a contract with the city.
"Control"	The controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled entity.
"Respondent"	Any individual or entity that submits a response to a solicitation. If the Respondent is an individual, then that individual must complete and sign this Contractor Disclosure Form where indicated. If the Respondent is an entity, then an authorized representative of that entity must complete and sign this Contractor Disclosure where indicated. If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Contractor Disclosure Form where indicated, and each of the members or owners of the entity must also complete and sign separate Contractor Disclosure Form where indicated.

Instructions: Provide the following information for the entity or individual completing this Statement (the "Individual/Entity").

A. Basic Information:

- 1. Name of Individual/Entity responding to this solicitation:
- 2. Name of the authorized representative for the responding Entity:

B. Individual/Entity Information:

- 1. Principal Office Address:
- 2. Telephone and Facsimile Numbers:
- 3. E-Mail Address:
- 4. Name and title of Contact Person for the Individual/Entity:
- 5. Is the individual/Entity authorized to transact business in the state of Georgia?

	Yes (Attach Certificate of Authority to transact business in Georgia Secretary of State.)No	from Ge	orgia
C. Que	stionnaire		
nature, litigatio	nswer "YES" to any of the questions below, please indicate the name(s) of the p and the status and/or outcome of the information, indictment, conviction, term on, the name of the court and the file or reference number of the case, as applica- ation should be provided on a separate page, attached to this form and submitted.	nination, able. Any	claim or / such
	ise describe the general development of the Respondent's business during the in (10) years, or such shorter period of time that the Respondent has been in s.		
	there any lawsuits, administrative actions or litigation to which Respondent is	YES	NO
ten (10	ly a party or has been a party (either as a plaintiff or defendant) during the past) years based upon fraud, theft, breach of contract, misrepresentation, safety, ul death or other similar conduct?		
	es" to question number 2, were any of the parties to the suit a bonding	YES	NO
	ny, insurance company, an owner, or otherwise? If so, attach a sheet listing all and indicate the type of company involved.		
4. Has years?	the Respondent been charged with a criminal offense within the last ten (10)	YES	NO
	the Respondent received any citations or notices of violation from any	YES	NO
(10) ye	ment agency in connection with any of Respondent's work during the past ten ars (including OSHA violations)? Describe any citation or notices of violation despondent received.		
years v	se state whether any of the following events have occurred in the last ten (10) with respect to the Respondent. If any answer is yes, explain fully the stances surrounding the subject matter of the affirmative answer:		
(a)	Whether Respondent, or Affiliate currently or previously associated with	YES	NO
	Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors?		
(b)	Whether Respondent was subject of any order, judgment or decree not	YES	NO
	subsequently reversed, suspended or vacated by any court permanently		
		ш	ш

(c) Whether Respondent was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent.	YES	NC
7. Has any employee, agent or representative of Respondent who is or will be directly involved in the project, in the last ten (10) years:	VEC	N.C
(a) directly or indirectly, had a business relationship with the City?	YES	NC
(b) directly or indirectly, received revenues from the City?	YES	NC
(c) directly or indirectly, received revenues from conducting business on City property or pursuant to any contract with the City?	YES	NC
8. Whether any employee, agent, or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed City official or with any City employee?	YES	NC
9. Whether Respondent has provided employment or compensation to any third party intermediary, agent, or lobbyist to directly or indirectly communicate with any City official or employee, or municipal official or employee in connection with any transaction or investment involving your firm and the City?	YES	NC
10. Whether Respondent, or any agent, officer, director, or employee of your organization has solicited or made a contribution to any City official or member, or to the political party or political action committee within the previous five (5) years?	YES	NC
11. Has the Respondent or any agent, officer, director, or employee been terminated, suspended, or debarred (for cause or otherwise) from any work being performed for the City or any other Federal, State or Local Government?	YES	NC
12. Has the Respondent, member of Respondent's team or officer of any of them (with respect to any matter involving the business practice or activities of his or her employer been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?	YES	NC
13. Please identify any Personal or Financial Relationships that may give rise to a conflict of interest as defined below [Please be advised that you may be ineligible for award of contract if you have a personal or financial relationship that constitutes a conflict of interest that cannot be avoided]:		
(a) Personal relationships: executives, board members and partners in	YES	NC

enjoining Respondent from engaging in any type of business practice?

NO

firms submitting offers must disclose familial relationships with employees, officers and elected officials of the City of Atlanta. Familial relationships shall include spouse, domestic partner registered under section 94-133, mother, father, sister, brother, and natural or adopted children of an official or employee.		
(b) Financial relationships: Respondent must disclose any interest held with a City employee or official or family members of a City employee or official, which may yield, directly or indirectly, a monetary or other material benefit to the Respondent or the Respondent's family members. Please describe:	YES	NO

D. REPRESENTATIONS

<u>Anti-Lobbying Provision.</u> All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), subcontractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

<u>Certification of Independent Price Determination/Non-Collusion</u>. Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

<u>Certify Satisfaction of all Underlying Obligations</u>. (If Applicable) If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by the City, the Contractor shall certify to the City in writing, in a form satisfactory to the City, that all subcontractors, materialmen suppliers and similar firms or persons involved in the City contract have been paid in full at the time of final payment to the Contractor by the City or will be paid in full utilizing the monies constituting final payment to the Contractor.

Confidentiality. Details of the proposals will not be discussed with other respondents during the selection process. Respondent should be aware, however, that all proposals and information submitted therein may become subject to public inspection following award of the contract. Each respondent should consider this possibility and, where trade secrets or other proprietary information may be involved, may choose to provide in lieu of such proprietary information, an explanation as to why such information is not provided in its proposal. However, the respondent may be required to submit such required information before further consideration.

Equal Employment Opportunity (EEO) Provision. All bidders or offerors will be required to comply with sections 2-1200 and 2-1414 of the City of Atlanta Code of Ordinances, as follows: During the performance of the agreement, the Contractor agrees as follows:

a. The Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation. As used here, the words "shall not discriminate" shall mean and include without limitation the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of the EEO clause.

- b. The Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation.
- c. The Contractor shall send to each labor union or representative of workers with which the Contractor may have a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of the Contractor's commitments under the equal employment opportunity program of the City of Atlanta and under the Code of Ordinances and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.
- d. The Contractor shall furnish all information and reports required by the contract compliance officer pursuant to the Code of Ordinances, and shall permit access to the books, records, and accounts of the Contractor during normal business hours by the contract compliance officer for the purpose of investigation so as to ascertain compliance with the program.
- e. The Contractor shall take such action with respect to any subcontractor as the city may direct as a means of enforcing the provisions of paragraphs (a) through (h) herein, including penalties and sanctions for noncompliance; provided, however, that in the event the

Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will enter into such litigation as is necessary to protect the interest of the city and to effectuate the equal employment opportunity program of the city; and, in the case of contracts receiving federal assistance, the Contractor or the city may request the United States to enter into such litigation to protect the interests of the United States.

- f. The Contractor and its subcontractors, if any, shall file compliance reports at reasonable times and intervals with the city in the form and to the extent prescribed by the contract compliance officer. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Contractor and its subcontractors.
- g. The Contractor shall include the provisions of paragraphs (a) through (h) of this equal employment opportunity clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor.
- h. A finding, as hereinafter provided, that a refusal by the Contractor or subcontractor to comply with any portion of this program, as herein provided and described, may subject the offending party to any or all of the following penalties:
 - (1) Withholding from the Contractor in violation all future payments under the involved contract until it is determined that the Contractor or subcontractor is in compliance with the provisions of the contract;
 - (2) Refusal of all future bids for any contract with the City of Atlanta or any of its departments or divisions until such time as the Contractor or subcontractor demonstrates that there has been established and there shall be carried out all of the provisions of the program as provided in the Code of Ordinances;
 - (3) Cancellation of the public contract;
 - (4) In a case in which there is substantial or material violation of the compliance procedure herein set forth or as may be provided for by the contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of Contractors, subcontractors or other organizations, individuals or groups who prevent or seek to prevent directly or indirectly compliance with the policy as herein provided.

<u>Prohibition on Kickbacks or Gratuities/Non-Gratuity.</u> The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
- b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

Declaration

Under penalty of perjury, I declare that I have examined this Contractor Disclosure Form and all attachments to it, if applicable, and, to the best of my knowledge and belief all statements contained herein and in any attachments, if applicable, are true, correct and complete.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent.

Sign here if you are an individual:

Drinted Name:		
Printed Name:		
Signature:		
Date:		
Subscribed and sworn to or affirmed by	(name) tl	nis day of
, 20		
	Notary Public of	 (state)
	My commission expires: _	
Printed Name of Entity or Partnership:		
Signature of authorized representative: Title:, 20		
Title:, 20		
Title:, 20 Subscribed and sworn to or affirmed by		 _ (name), as the
Title:, 20	(6	 _ (name), as the
Title:, 20 Subscribed and sworn to or affirmed by (title) of	(6	 _ (name), as the
Title:, 20, 20	(6	(name), as the entity or

FORM 5

Acknowledgment of Addenda

Each Respondent must complete and submit and acknowledgement with its solicitation that it has received all Addenda issued for this solicitation. This form has been included and may be used to satisfy this requirement.

This is to acknowledge receipt of the Maintenance and Repair Contractors:	e following Addenda for FC-7587, Airfield
None (Check if None) 1; 2; 3; and 4 Dated the day of, 20) <u> </u>
Corporate Proponent: [Insert Corporate Name]	Non-Corporate Proponent: [Insert Proponent Name]
By:	By:
Title:	Title:
Corporate Secretary/Assistant Secretary (Seal)	Notary Public (Seal) My Commission Expires:
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FORM 6

RESPONDENT CONTACT DIRECTORY

This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Respondent's team:

- 1. At least two individuals authorized to represent the firm for purposes of this Solicitation; and
- 2. All of Respondent's subcontractors (if any).

NAME	POSITION/TITLE	MAILING ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

APPENDIX A-2 OFFICE OF CONTRACT COMPLIANCE

FC- 7587 Airfield Maintenance and Repair Contractors Request for Qualifications

Equal Business Opportunity (EBO)/Small Business Enterprise (SBE)/Disavdavantaged Business Enterprise (DBE) Policy

It is the policy of the City of Atlanta ("City") to actively promote full and equal business opportunity for small, disadvantaged, minority, and female business enterprises through the City's SBE and EBO programs, as well as the administration of the federal DBE and ACDBE programs. It is also the policy the City of Atlanta to actively promote equal employment opportunities for disadvantaged, minority and female workers and prohibit discrimination based upon race, religion, color, sex, national origin, marital status, physical handicap or sexual orientation through the City's Equal Employment Opportunity (EEO) Program. The purpose of the Equal Business Opportunity, Small Business Enterprise, and Disadvantaged Business Enterprise Programs is to mitigate the present and ongoing effects of the past and present discrimination against women and minority, small businesses as well as disadvantaged and small business enterprises so that equal opportunity - regardless of race, gender or firm size - will become institutionalized in the Atlanta markplace. It is important to note the City of Atlanta's Diversity Program requirements at the time of the project bid.

Proponents seeking to be pre-qualified pursuant to FC- 7587 Airfield Maintenance and Repair Contractors Request for Qualifications ("RFQ") should make a general statement regarding their intent to address the City of Atlanta's diversity objectives. For the purpose of this RFQ, proponents should be aware of, and make preparations to comply with all applicable requirements at the time that the *pre-qualified* respondents are instructed to submit their actual proposals or bids.

Additionally, projects are reviewed on a case by case basis to determine if it is necessary to require proponents to make good faith efforts to form joint venture teams comprised of at least one minority and/or female owned firms(s) certified as such by the City of Atlanta's Office of Contract Compliance. In the event that such a determination is made at the RFP or ITB stage, or if respondents so choose to pursue a joint venture arrangement of their own volition, the submitted proposal must include a copy of the Joint Venture agreement. The Joint Venture agreement should include at a minimum:

- The initial capital investment of each venture partner.
- The proportional allocation of profits and losses to each venture partner.
- The sharing of the right to control ownership and management of the joint venture.
- A detailed description of the discrete portion of work or tasks that will be performed by each of the venture partners.
- The method of and responsibility for accounting.
- The method by which disputes are resolved.
- All other pertinent factors of the joint venture.

Once qualified, proponents will learn whether this project is subject to DBE, SBE or EBO guidelines. The proponent must submit a detailed Subcontractor Project Plan with their proposal or bid. In the Subcontractor Project Plan, the proponent must identify the certified disadvantaged, small, or minority/female owned businesses (depending on applicable program) that it intends to use to meet the established availability goals. The plan must specifically indicate the nature and amount of the supplies and subcontracting contemplated. The plan must also detail the company name, contact person, address, telephone number, work or supply description, and subcontract or supply dollar amount for each business enterprise (disadvantaged, small, non-minority, minority, or female owned) to be utilized on the project.

Every proponent will also be required to comply with two additional components of the City of Atlanta's diversity program requirements. These two additional components are:

Equal Employment Opportunity Plan (EEO)

Every respondent's workforce should reflect the demographic characteristics of the available pool of labor skills normally utilized by the respondents. A Contract Employment Report describing the demographics of the respondent's workforce shall be submitted prior to the execution of a contract with the City.

First Source Jobs Policy Agreement (FSJ)

The First Source Jobs Program was created to provide employment opportunities to unemployed residents of the City. Every proponent must agree to make a good faith effort to fill at least 50% of all entry level positions created by the award of this contract with First Source Jobs Program participants.

Questions regarding any of this information may be directed to:

Hubert Owens, Director

City of Atlanta Mayor's Office of Contract Compliance,

(404) 330-6010